

Utah Department of Health, Bureau of Child Care Licensing
Child Care Center Annual Announced Inspection Checklist H – Infant / Toddler Classrooms

Center Name: _____

Licensing Specialist(s): _____ **Date:** ____/____/____

Classroom & Caregiver(s): _____

INFANT / TODDLER CLASSROOM INSPECTION ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable				
	Classroom				
Ratios & Supervision					Level
H1. Are all children in the group being directly supervised by a caregiver? (Observe.) 100-11(1) and 100-11(2)					1
H2. Are there enough caregivers to meet required caregiver to child ratios? (Observe.) 100-11(4)					1
H3. For centers not built prior to 1/1/04 and licensed as a child care center continuously since then, are group size requirements met? 100-11(4)					1
H4. Are infants or toddlers mixed with older children when there are more than 8 children present in the center? (Observe.) 100-24(1)					1
Physical Environment					Level
H5. Peeling, flaking, chalking, or failing paint? If yes, built before 1978? If yes, documentation of testing and correction? (Observe, ask if failing paint is observed.) 100-4(1)					1, 2
H6. Room ventilated by windows that open and have screens, or by mechanical ventilation? (Observe.) 100-4(7)					2
H7. Indoor temperature between 65 and 82 degrees Fahrenheit? (Observe.) 100-4(8)					2, 3
H8. Adequate light intensity for the safety of children and the type of activity? (Observe.) 100-4(9)					2, 3
H9. Glass surfaces within 36" from the floor safety glass or have a protective guard? (Observe.) 100-4(10)					2
H10. Room appears clean and sanitary, except for normal daily messes? (Observe.) 100-5(1)					2, 3
H11. Evidence of insects, rodents, or other vermin in the classroom? (Observe.) 100-5(3)					1, 2, 3
H12. Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury? (Observe.) 100-5(4)					1, 2, 3

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H13. Does the room meet one of the following criteria? (Ask and observe.) (a) Two working sinks in the room: one used exclusively for food/bottle preparation and food hand washing, and the other used exclusively for hand washing after diapering and non-food activities. Or, (b) One working sink in the room which is used exclusively for diapering and hand washing, and all food/bottle preparation is done in kitchen and brought to the infants/toddlers by a non-diapering staff member. 100-4(5)(a)-(b)						2
H14. Are infant and toddler areas used as access to other areas or rooms? (Observe.) 100-4(6)						1
H15. Do mobile infants and toddlers have freedom of movement in a safe area? (Observe.) 100-24(21)						1, 2
H16. Safe toys accessible to infants and toddlers to stimulate their healthy development? (Observe.) 100-24(22)						1, 2
H17. Enough toys for each child in the group to be engaged in play with toys? (Observe.) 100-24(22)						1, 2
Indoor Gross Motor Play Equipment						Level
H18. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children 3' in height or less? (Observe.) 100-12(9)						1, 2
H19. Elevated designated play surface less than 18" in height surrounded by cushioning material, such as mats at least 1" thick, in a 3' use zone? (Observe.) 100-12(9)(a)						1
H20. Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone? (Observe.) 100-12(9)(b)						1
Safety Hazards						Level
H21. Is the room free of tripping hazards such as unsecured flooring or cords? (Observe.) 100-12(2)						2, 3
H22. Is the room free of unstable heavy equipment a child could pull down on himself or herself? (Observe.) 100-12(3)						1
Are the following items inaccessible to children? (Observe all.)						1
H23. Firearms, ammunition, weapons? 100-12(4)(a)						
H24. Tobacco, alcohol, illegal substances, and sexually explicit material? 100-12(4)(b)						1, 2
H25. When in use, portable space heaters, fireplaces, and wood burning stoves? 100-12(4)(c)						1
H26. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances) 100-12(4)(d)						1, 2
H27. Poisonous plants? 100-12(4)(e)						2, 3
H28. Matches or cigarette lighters? 100-12(4)(f)						1
H29. Open flames? 100-12(4)(g)						1
H30. Sharp objects, edges, corners, or points which could cut or puncture skin? 100-12(4)(h)						1, 3
H31. Strings/cords long enough to encircle a child's neck? 100-12(4)(i)						1, 3
H32. Plastic bags large enough to fit child's head inside, latex gloves, balloons? 100-12(4)(j)						1, 3

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H33. Choking hazards (objects less than 1-1/4" X 2-1/4")? 100-12(4)(k)					1
H34. Are any toxic or hazardous chemicals stored in a container labeled with its contents? (Observe.) 100-12(5)					1, 2
H35. Accessible outlets and surge protectors covered? (Observe.) 100-12(6)					2
H36. Do infants and toddlers have access to objects made of styrofoam? (Observe.) 100-24(17)					2
Preventing the Spread of Disease					Level
H37. Do children and caregivers wash hands thoroughly w/soap and running water at required times? (Before and after eating/feeding children, after toilet, after contact w/body fluids, after handling animals, when coming in from outdoors.) Observe. 100-16(1)(a)-(i) for caregivers. 100-16(2)(a)-(e) children.					1, 2
H38. Do caregivers wash hands before food handling and giving medication, after cleaning/ taking out garbage? Observe. 100-16(1)(a)-(i)					1, 2
H39. Are only single use towels from covered dispenser or electric hand-drying device used by children? (Observe.) 100-16(3)					3
H40. Are handwashing procedures posted at each sink, and followed? (Observe.) 100-16(5)					3
H41. Are personal hygiene items stored so they don't touch, or sanitized after each use? (Observe.) 100-16(7)					3
H42. Are washable toys visibly dirty? (Observe.) 100-16(8)					3
H43. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? (Observe.) 100-16(9)					3
Equipment					Level
H44. High chairs have T-safety straps or devices, used whenever child is in the chair? (Ask if not observed.) 100-12(8)					1
H45. Only one infant occupies any one piece of equipment at a time, unless equipment has individual seats for more than one child? (Ask and observe.) 100-24(10)					2, 3
H46. Are there any infant walkers with wheels? (Observe.) 100-24(16)					1
Feeding Children					Level
H47. Are meals or snacks offered at least once every three hours? (Observe feeding record.) 100-15(2)					2, 3
H48. Is children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items, such as crackers, if they are placed directly in the children's hands? (Ask and observe.) 100-15(3)					3
H49. Are solid foods for infants into pieces no larger than 1/4" in diameter, and solid foods for toddlers into pieces no larger than 1/2" in diameter? (Ask and observe.) 100-24(5)					1, 2
H50. Does all baby food, infant formula, and breast milk brought from home meet the following: (Ask and observe.) 100-24(6)(a)-(b) Labeled with the child's name.					1, 3

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Labeled with the date and time of preparation or opening of the container.						1, 3
H51. Kept refrigerated if needed? (Ask and observe.) 100-24(6)(c)						1, 3
H52. Discarded within 24 hours of preparation or opening (except that powdered formula or dry foods which are opened, but are not mixed, are not considered prepared)? (Ask and observe.) 100-24(6)(d)						1, 3
H53. Is infant formula, milk, and breast milk, discarded after feeding or within two hours of initiating a feeding? (Observe.) 100-24(7)						1, 3
H54. Are heated bottles shaken and tested for temperature before children are fed? (Ask and observe.) 100-24(8)						1
H55. Are all pacifiers, bottles, and non-disposable drinking cups labeled with each child's name, and not shared? (Ask and observe.) 100-24(9)						3
H56. Do you have any children in your group who have food allergies? (Ask and observe.) 100-15(4)						1, 2
Medications						Level
Are medications kept in this classroom? (If "No," N/A for this section. If "Yes," check for the following:)						1, 2
H57. Are non-refrigerated medications inaccessible to children and stored in locked area or container? (Ask and observe.) 100-17(3)						
H58. Are refrigerated medications stored in a covered container with a tight lid? (Observe.) 100-17(3)						1, 2
H59. Are all over-the-counter and prescription medications: (Observe.) 100-17(2)(a)-(d) Labeled with the child's name if brought in by a parent (not purchased by the center for all children)?						1, 2
Kept in the original or pharmacy container?						1, 2
Have the original label?						1, 2
Have child-safety caps?						1, 2
Sleeping Equipment						Level
H60. Do infants sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)? Infants placed to sleep on mats or cots, or in bouncers, swings, car seats, etc.? (Observe.) 100-24(11)						2
H61. Do mats and mattresses have a smooth, waterproof surface? (Observe.) 100-18(4)						3
H62. Are toddler mats are at least 2 inches thick? (Observe.) 100-18(4)						3
H63. Do all infant cribs have tight fitting mattresses? (Observe.) 100-24(12)(a)						1
H64. Do all infant cribs have slats spaced no more than 2-3/8 inches apart? (Observe.) 100-24(12)(b)						1
H65. Do all infant cribs have at least 20 inches from the top of mattress to top of the crib rail? (Observe.) 100-24(12)(c)						1, 2

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H66. Do any infant cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails? (Observe.) 100-24(12)(d)						1
H67. Is sleeping equipment in good repair? (Observe.) 100-18(5)						2, 3
H68. Is sleeping equipment clearly assigned to one child cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, is it cleaned and sanitized prior to each use? (Ask and observe.) 100-18(6) and 100-18(7)						2
H69. Is sleeping equipment stored so surfaces children sleep on do not touch, or cleaned/sanitized prior to each use? (Observe.) 100-18(8)						2
H70. Is a sheet and blanket or acceptable alternative provided for each child? (Observe.) 100-18(9)						3
H71. Are sheets and blankets clearly assigned to one child? (Observe.) 100-18(9)(a)-(c)						3
Are sheets and blankets stored separately from other children's when not in use?						3
H72. Is sleeping equipment spaced a minimum of 2' apart when in use, or 1' apart if children sleep head-to-toe? (Observe.) 100-18(10)						2, 3
H73. Does sleep equipment block exits? (Observe.) 100-18(11)						1
Discipline						Level
Do caregivers use any of the following discipline methods? (Observe for all.)						1
H74. Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort? 100-19(4)(a)						
H75. Restraining a child's movement by binding, tying, or any other form of restraint? 100-19(4)(b)						1
H76. Shouting at children? 100-19(4)(c)						1
H77. Any form of emotional abuse? 100-19(4)(d)						1
H78. Forcing or withholding of food, rest, or toileting? 100-19(4)(e)						1
H79. Confining a child in a closet, locked room, or other enclosure? 100-19(4)(f)						1
Meeting Children's Needs						Level
H80. Do caregivers keep written record daily of each infant's eating and sleeping? Record completed within 1 hour of each feeding or nap, and includes the food/beverages eaten, and times child slept? (Observe.) 100-24(15)						3
H81. Do caregivers respond as promptly as possible to infants and toddlers who are in emotional distress (due to hunger, fatigue, wet or soiled diapers, fear, teething, or illness)? (Observe.) 100-24(18)						2
CAREGIVER INTERVIEW QUESTIONS (To be asked of 1 caregiver in each infant/toddler room.)						Level

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H82. What do you do if you suspect a child has been abused or neglected? If you report it to the director, how do you follow-up to ensure it is reported to CPS, if after discussion with the director you still suspect abuse or neglect? 100-8(11)(b)(i)-(ii) and 100-14(2)						1, 3
H83. How do you discipline children who misbehave? 100-8(11)(b)(i)-(ii), 100-19(4)(a), 100-19(4)(b), 100-19(4)(c), 100-19(4)(d), 100-19(4)(e), and 100-19(4)(f)						1, 3
H84. Did you receive orientation training prior to being left alone with children (for new caregivers this year)? 100-7(7)(a)-(k)						2, 3
H85. Have you completed 20 hours of training in the past year (for caregivers who are not new this year)? 100-7(8)(a)-(b)						2, 3
H86. Are infants or toddlers mixed with older children when there are more than 8 children present in the center? 100-24(1)						1
H87. Are water play tables or tubs washed and sanitized daily, and do children wash hands prior to using them? (N/A if not used.) 100-16(10)						3
H88. Are potty chairs ever used? If yes, are they cleaned and sanitized after each use? 100-16(17)						2
H89. Where is the center's body fluid clean-up kit? 100-16(19)(a)-(c)						2, 3
When and how would you use the body fluid clean-up kit if you had to clean up a body fluid spill?						2, 3
H90. How often are all toys used by infants and toddlers cleaned and sanitized? (Must be at least weekly, in addition to after being put in a child's mouth or being contaminated by body fluids.) (Ask and observe.) 100-24(23)(a)-(c)						2
H91. Are sheets and blankets laundered as needed, but at least once a week and prior to use by another child? 100-18(9)(a)-(c)						3
H92. Is a separate crib, cot, or mat used for each child during nap time? 100-18(3)						2, 3
H93. Is each infant and toddler allowed to eat and sleep on their own schedule? If the center has a meal schedule for infants or toddlers, what do they do if an infant or toddler is hungry or tired, and it is not a regular nap or meal time? 100-24(14)						2
H94. Are infants always placed on their backs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? (Ask and observe.) 100-24(13)						1
H95. Do all awake infants and toddlers receive positive physical and verbal interaction with a caregiver at least once every 20 minutes? (Ask and observe.) 100-24(19)						2
H96. Do you keep awake infants confined for more than 30 minutes in one piece of equipment (such as swings, high chairs, cribs, play pens, etc.)? (Ask and observe.) 100-24(20)						2
H97. Do you ever prop infant bottles for children not old enough to sit upright and hold their own bottle? (Ask and observe.) 100-24(3)						2
H98. Do you always clean and sanitize high chair trays prior to each use? (Ask and observe.) 100-24(4)						2

